

# **LITTER CONTROL GRANT PROGRAM GUIDELINES**

## ***Applying for a Matching Grant for a Local Litter Control Program***



**West Virginia Division  
of Natural Resources**

**West Virginia  
Division of Natural Resources  
Environmental Resources Section**

**Grant forms may be downloaded and completed on-line at:**

**[www.wvdnr.gov/Environmental/recycle/recycle.shtm](http://www.wvdnr.gov/Environmental/recycle/recycle.shtm)**

It is the policy of the Division of Natural Resources to provide its facilities, accommodations, services and programs to all persons without regards to sex, race, age, religion, national origin, ancestry, disability, or other protected group status. The Division of Natural Resources is an Equal Opportunity Employer.

WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
LITTER CONTROL GRANT  
BOOKLET

CONTENTS

1. LITTER CONTROL GRANT INTERPRETIVE RULES
  - A. GENERAL
  - B. DEFINITIONS
  - C. APPLICABILITY
  - D. IN-KIND SERVICES
  - E. AUTHORIZED USE OF GRANT FUNDS
  - F. UNAUTHORIZED USE OF GRANT FUNDS
  - G. REPORTING REQUIREMENTS
  - H. GRANT WITHDRAWAL AND PENALTY
  - I. NONDISCRIMINATION PROVISION
  - J. UNEXPENDED FUNDS
  - K. REDUCTION IN THE LITTER CONTROL FUND
  - L. SUBMISSION INFORMATION
2. APPLICATION FOR LITTER CONTROL GRANT - INDIVIDUAL
  - A. LC-G-1
  - B. ESTIMATED BUDGET FORM
  - C. RESOLUTION FOR INDIVIDUAL APPLICATION (LC-G-3)
3. APPLICATION FOR LITTER CONTROL GRANT - COOPERATIVE
  - A. LC-G-2
  - B. ESTIMATED BUDGET FORM
  - C. RESOLUTION FOR COOPERATIVE APPLICANT (LC-G-4)
4. FINAL PERFORMANCE AND ACCOUNTING REPORT (LC-G-5)
  - A. EVALUATION OF ACCOMPLISHMENTS AND COLLECTION TOTALS
  - B. EXPENDITURES REPORT – GRANT FUNDS
  - C. MATCHING FUND REPORT

**WEST VIRGINIA ADMINISTRATIVE REGULATIONS**  
**Division of Natural Resources**  
**Series 6**  
**Awarding of Matching Grants for Local Litter Control Programs**  
**Interpretive Rules**

**§58-6-1. General.**

1.1. Scope. The purpose of this rule is to provide interpretations and guidance concerning the awarding of matching grants for local litter control programs.

1.2. Authority. -- W.Va. Code §20-7-25

1.3. Filing Date. --

1.4. Effective Date. --

**§58-6-2. Definitions.**

Unless the context dictates otherwise, the following words and their meanings as used in this rule are defined below.

2.1. “Applicant” means the local government applying for a grant.

2.2. “Application” means Form LC-G-1 for use by single program applicant or Form LC-G-2 for use by cooperative program applicants.

2.3. “Cooperative Program” means a program involving two or more local governments and coordinated by one of the participating local governments.

2.4. “Coordinator” means the individual who is responsible for coordinating the implementation and administration of a cooperative program.

2.5. “Division” means the West Virginia Division of Natural Resources.

2.6. “Director” means the director of the West Virginia Division of Natural Resources.

2.7. “Grant” means matching grant funds allocated to an approved program applicant by the Division pursuant to W.Va. Code §20-7-25(b).

2.8. “Grant Period” means July 1 of a calendar year through June 30 of the subsequent calendar year.

2.9. “In-kind Services” means any personnel, equipment, supplies, or other items for a local litter control program supplied or obtained by the applicant with funds or by methods other than the use of grant moneys.

2.10. "Litter" means all waste material including, but not limited to, any garbage, refuse, trash, disposable package, container, can, bottle, paper, ashes, cigarette or cigar butt, carcass of any dead animal or any part thereof, or any other offensive or unsightly matter, but not including the wastes of primary processes of mining, logging, sawmilling, farming, or manufacturing.

2.11. "Litter Control Fund" means the fund created pursuant to W.Va. Code §20-7-26.

2.12. "Local Government" means a county commission as defined in W.Va. Code §7-7-1 or a municipal corporation as defined in W.Va. Code §8-1-2(a)(1).

2.13. "Local Litter Control Program" means a program sponsored by a local government for the purposes stated in its application.

2.14. "Resolution" means a resolution adopted by a local government that authorizes the creation of a local litter control program.

2.15. "Grantee" means the local government approved by the Division to receive a grant.

### **§58-6-3. Applicability.**

3.1. Grants may be used by eligible local governments, singly or in cooperative groups, in a local litter control program.

3.2. The Division shall award grants for a period not greater than one (1) calendar year. Subsequent grants may be obtained by an applicant through submission of a revised application to the Division.

3.3. The Division shall award grants on a one-to-one matching basis. For each dollar budgeted by an applicant for a local litter control program, the Division shall award up to one (\$1) dollar in matching grant funds upon approval of the application. The Division reserves the right to limit the amount of a grant in accordance with the amount of money in the Litter Control Fund available for distribution as matching grants.

3.4. Grant awards are limited to a maximum amount of \$3000.00.

3.5. Applications must be postmarked no later than May 31 for consideration in the next grant period.

### **§58-6-4. In-kind Services.**

4.1. The Division shall give credit for in-kind services when determining the amount of local government funding to be matched by a grant.

4.2. The Division shall value volunteer services at the minimum hourly wage unless the applicant can demonstrate that the services would normally be valued above that wage in the area served by the applicant's program.

4.3. The Division shall value donated equipment at its fair market value prorated over the life of the grant.

#### **§58-6-5. Authorized Uses Of Grant Funds.**

5.1. An applicant may use a grant for the initiation, continuation, or expansion of a local litter control program.

5.2 Authorized uses of grant funds in an approved local litter control program may include the following:

5.2.1. Enforcement of anti-litter statutes;

5.2.2. Expenses incurred in traveling to Division sponsored or approved workshops, conferences, or other meetings;

5.2.3. Implementation and administration of the approved litter control program;

5.2.4. Implementation of local litter cleanup campaigns;

5.2.5. Public informational and educational programs, such as those which increase public awareness or solicit public support in promoting citizen responsibility toward reducing litter;

5.2.6. Purchase of equipment which will specifically serve to fulfill litter control program objectives;

5.2.7. Research or development of local solid waste recycling programs;

5.2.8. Surveys and evaluation studies made for the purpose of identifying and prioritizing local littering problems;

5.2.9. Costs associated with razing abandoned buildings or other structures which are unsightly or offensive and promote possible health hazards; and

5.2.10. Other relevant items upon the approval of the Division.

#### **§58-6-6. Unauthorized Uses of Grant Funds.**

6.1. An applicant may not use a grant in any way to replace local funds currently budgeted or being used to maintain and operate a local litter control program during the grant period.

6.2. Applicants shall not use grant funds for expenditures not related to litter prevention, elimination, or control.

6.3. Applicants shall not use grant funds for the following:

6.3.1. To fund beautification projects such as landscaping (tree or shrub purchases) or the removal of roadside vegetation;

6.3.2. To purchase lawn, tree, or shrub maintenance equipment;

6.3.3. To purchase equipment routinely used to collect or transport solid waste;

6.3.4. To fund landfill operations or management;

6.3.5. To buy office furniture, or equipment, or to decorate or renovate an office; or

6.3.6 To pay for professional consultation or production in the development of litter control films, slide shows, or similar programs.

#### **§58-6-7. Reporting Requirements.**

7.1. The grantee shall submit a final performance and accounting report for approval on or before July 31 of the following year. The report shall include the following:

7.1.1. An evaluation of accomplishments in implementing the original proposal's work tasks;

7.1.2. An accounting of in-kind services provided;

7.1.3. An accounting of grant funds expended;

7.1.4. Evidence supporting in-kind services and grant expenditures; and

7.1.5. An analysis of the amount of litter collected or material recycled during the period.

#### **§58-6-8. Grant Withdrawal and Penalty.**

8.1. The Division reserves the right to withdraw a grant upon determination of unsatisfactory program compliance with either this rule or the specifications in the program application.

8.2. The Division may cancel a grant in the event a grantee fails to commence program activities within ninety days after receiving a notice of award from the Division.

8.3. An applicant is responsible for the payment to the State of West Virginia of two (2) times the total sum of a grant not properly used or accounted for pursuant to this rule. The total sum constitutes a debt owed by the applicant or its successors or assignees by appropriate legal action. At its option, the Division may proceed against any local government participating in a cooperative program for the total sum owed by the applicant or its successors or assignees, or may hold each local government participating in a cooperative program individually liable to the State of West Virginia for its pro rata share of the total liability.

8.4. The Division reserves the right to conduct an on-site inspection or audit of an applicant's program records during or after the grant period.

#### **§58-6-9. Nondiscrimination Provision.**

9.1. During the performance of the program described in the application, the applicant will not discriminate against any employee or individual applying for employment because of race, religion, color, sex, handicap, or national origin.

#### **§58-6-10. Unexpended Funds.**

10.1. All unexpended funds remaining at the end of the grant period shall be handled as follows:

10.1.1. If the applicant applies for a grant for the subsequent grant period, and the Division approves the application, unexpended funds shall be netted against the amount the grantee is eligible to receive;

10.1.2. If the grantee does not apply for a grant for the following grant period, unexpended funds shall return to the control of the Division.

#### **§58-6-11. Reduction Of The Litter Control Fund.**

11.1. Grants allocated under this rule are dependent upon the availability of funds collected pursuant to W.Va. Code §20-7-25. In the event that those funds are diminished by legislative action, the Division shall adjust the amount of each grant issued accordingly.

---

### **SUBMISSION INFORMATION**

#### **APPLICATION DEADLINE:**

Applications may be hand delivered or mailed. The application must be postmarked no later than May 31 for consideration of the next grant term.

#### **CONTACT INFORMATION:**

For questions concerning the application/grant process, please feel free to contact the West Virginia Division of Natural Resources' Recycling Unit at (304) 558-6370.

#### **MAILING INFORMATION:**

If you would like to mail your application in, please use the following address:

**West Virginia Division of Natural Resources  
Environmental Resources Section  
1900 Kanawha Blvd., E.  
Building 3, Room 732  
Charleston, WV 25305**

**APPLICATION FOR  
MATCHING FUND LITTER CONTROL GRANT  
PURSUANT TO §20-7-25(b) OF THE WEST VIRGINIA CODE**

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's FEIN \_\_\_\_\_

A. Area to be served by this program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Person responsible for program organization and administration:

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

C. Date program is to begin: \_\_\_\_\_

D. This is a: \_\_\_\_\_ New Program \_\_\_\_\_ Ongoing Program



**Applicant's Name** \_\_\_\_\_

**Provide a detailed description of the program and its intended objectives.**

**How will the program's accomplishments be measured?**

**The applicant understands and agrees that the grant received upon the approval of this application will be used in accordance with West Virginia Administrative Regulations, Division of Natural Resources, Series 6, and that the applicant shall be liable to the State of West Virginia pursuant to Section 7 of those regulations.**

\_\_\_\_\_  
**Signature of Authorized Person**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

Applicant's Name \_\_\_\_\_

**Column (B) must equal or exceed Column (C).**

**RESOLUTION AUTHORIZING AN APPLICATION FOR  
A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the \_\_\_\_\_ recognize(s) the existence of a litter  
problem within the boundaries of \_\_\_\_\_, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of  
“litter control funds” through the West Virginia Division of Natural Resources for  
the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations,  
Division of Natural Resources, Series 6 and 7.

Be it resolved that the \_\_\_\_\_

Hereby endorse(s) and support(s) such a program for \_\_\_\_\_ as  
is indicated in the attached Application and

Hereby authorize(s) \_\_\_\_\_  
to plan, budget, and apply for a Grant which, if approved, will be used to fund said  
Program being in accord with the Regulations governing use and expenditure of  
said funds.

Adopted on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

**\*\*\*SAMPLE\*\*\***

**RESOLUTION AUTHORIZING AN APPLICATION FOR  
A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the County Commissioners recognize(s) the existence of a litter problem within the boundaries of Kanawha County, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of “litter control funds” through the West Virginia Division of Natural Resources for the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations, Division of Natural Resources, Series 6 and 7.

Be it resolved that the County Commissioners

Hereby endorse(s) and support(s) such a program for Kanawha County as is indicated in the attached Application and

Hereby authorize(s) John Doe, Kanawha County Administrator to plan, budget, and apply for a Grant which, if approved, will be used to fund said Program being in accord with the Regulations governing use and expenditure of said funds.

Adopted on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

**APPLICATION FOR  
MATCHING FUND LITTER CONTROL GRANT  
PURSUANT TO §20-7-25(b) OF THE WEST VIRGINIA CODE  
COOPERATIVE PROGRAM**

Applicant's Name \_\_\_\_\_

Primary Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Primary Applicant's FEIN \_\_\_\_\_

A. Area to be served by this program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Person responsible for program organization and administration:

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

C. Date program is to begin: \_\_\_\_\_

D. This is a: \_\_\_\_\_ New Program \_\_\_\_\_ Ongoing Program

**Applicant's Name** \_\_\_\_\_

**Provide a detailed description of the program and its intended objectives.**

**How will the program's accomplishments be measured?**

**The applicants understand and agree that the grant received upon the approval of this application will be used in accordance with West Virginia Administrative Regulations, Division of Natural Resources, Series 6, and that the applicant shall be liable to the State of West Virginia pursuant to Section 7 of those regulations.**

\_\_\_\_\_  
**Signature of Authorized Person**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Applicant's Name** \_\_\_\_\_

**Column (B) must equal or exceed Column (C).**

**RESOLUTION AUTHORIZING A COOPERATIVE PROGRAM APPLICATION  
FOR A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the \_\_\_\_\_ recognize the existence of a litter problem within the boundaries of \_\_\_\_\_, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of “litter control funds” through the West Virginia Division of Natural Resources for the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations, Division of Natural Resources, Series 6 and 7.

Be it resolved that the \_\_\_\_\_

Hereby endorse and support such a program for the \_\_\_\_\_ and expresses the intent to combine with \_\_\_\_\_ in a mutually agreed upon and Cooperative Program contingent upon approval of the application by the Division of Natural Resources, and

Hereby authorize \_\_\_\_\_ to apply on behalf of all of the above named local governments for a grant, and to be responsible for the administration and implementation of the program as it is described in the attached application, and

Further accepts responsibility jointly with \_\_\_\_\_ for all phases of the Program, and

Further accepts liability for its pro rata share of any funds not properly used or accounted for pursuant to the regulations and the application, and understands and agrees that, at its option, the Division of Natural Resources may hold any local government participating in a cooperative program liable for the total sum owed by the applicant or its successors or assignees, and

Agrees that grant funds will be used in the Cooperative Program to which we give our endorsement and support.

Hereby requests the Division of Natural Resources to consider and approve the application and program, said program being in accord with regulations governing use and expenditure of said funds.

Adopted on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title



**\* \* \* SAMPLE \* \* \***

**RESOLUTION AUTHORIZING A COOPERATIVE PROGRAM APPLICATION  
FOR A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the City Council recognize the existence of a litter problem within the boundaries of the City of Dunbar, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of “litter control funds” through the West Virginia Division of Natural Resources for the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations, Division of Natural Resources, Series 6 and 7.

Be it resolved that the City Council

Hereby endorse and support such a program for the City of Dunbar and expresses the intent to combine with Cities of Charleston and South Charleston in a mutually agreed upon and Cooperative Program contingent upon approval of the application by the Division of Natural Resources, and

Hereby authorize City of Charleston to apply on behalf of all of the above named local governments for a grant, and to be responsible for the administration and implementation of the program as it is described in the attached application, and

Further accepts responsibility jointly with the Cities of Charleston and South Charleston for all phases of the Program, and

Further accepts liability for its pro rata share of any funds not properly used or accounted for pursuant to the regulations and the application, and understands and agrees that, at its option, the Division of Natural Resources may hold any local government participating in a cooperative program liable for the total sum owed by the applicant or its successors or assignees, and

Agrees that grant funds will be used in the Cooperative Program to which we give our endorsement and support.

Hereby requests the Division of Natural Resources to consider and approve the application and program, said program being in accord with regulations governing use and expenditure of said funds.

Adopted on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

# FINAL PERFORMANCE AND ACCOUNTING REPORT FOR

GRANT PERIOD: \_\_\_\_\_ THROUGH \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Report Prepared By: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide an evaluation of accomplishments in implementing the original proposal's work tasks.

Provide an analysis of the amount of litter collected or material recycled during the grant period.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

## EXPENDITURES REPORT

### LITTER CONTROL GRANT FUNDS

**LC-G-5**

Applicant's Name \_\_\_\_\_

## ACTUAL GRANT EXPENDITURES

[illegible]

TOTAL GRANT FUNDS EXPENDED \_\_\_\_\_

**You must attach copies of checks and invoices to support the expenditures listed above. Unsupported expenditures will be disallowed by the Division of Natural Resources.**

**MATCHING FUND REPORT  
LITTER CONTROL GRANT**

**LC-G-5**

Applicant's Name \_\_\_\_\_

**ACTUAL CASH EXPENDITURES**

DATE	CHECK #	TO	PURPOSE	AMOUNT

**PROPERTY DONATED AT FAIR MARKET VALUE**

DATE DONATED	DESCRIPTION	USE IN PROGRAM	AGE OF PROPERTY	ESTIMATED FAIR VALUE

**VOLUNTEER SERVICES PROVIDED WITHOUT COMPENSATION**

**USE MINIMUM WAGE RATE UNLESS JUSTIFIED IN USING HIGHER WAGE RATE**

NAME OF VOLUNTEER	SERVICE PROVIDED	HOURS	WAGE RATE	HRS X RATE

**ATTACH COPIES OF CHECKS, INVOICES, TIME SHEETS, TITLES, OR OTHER EVIDENCE TO SUPPORT THESE EXPENDITURES AND ESTIMATES.**

**MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY TO CONTINUE LISTING EXPENDITURES.**